

LOCAL BANKRUPTCY RULES - NORTHERN DISTRICT OF OHIO

RULE 1007-2 MAILING LIST OR MATRIX

(a) Form of Label Matrix The Clerk, with approval of the Judges, may from time to time issue instructions for label matrices for automated noticing requirements compatible with the needs of the electronic data processing equipment available in the Office of the Clerk. Unless otherwise ordered by the Court, all petitions must be accompanied by a mailing matrix listing creditors and parties in interest. Matrices must be formatted to conform to automated scanning equipment used by the Clerk. All matrices must meet the following minimum standards.

- (1) Each address cannot exceed 5 lines of type;
- (2) Each matrix page must be prepared showing creditors in a single column no closer than 1 1/2 inches from any edge;
- (3) Each line of type cannot exceed 35 characters;
- (4) Addresses should **not** contain account numbers or other internal creditor information or identifying codes;
- (5) The last line within each address must show **only** the city, state and zip code;

SEE ATTACHMENT A FOR EXAMPLES OF 1 THROUGH 5

- (6) Only two letter state abbreviations are permitted;

SEE ATTACHMENT B FOR EXAMPLE OF NUMBER 6

- (7) Matrices must be submitted in letter quality print using Courier, Prestige Elite, or Letter Gothic font styles.

- (b) Modifications to Matrix Modifications to a previously filed matrix shall be treated as an amendment to the listing of creditors and will require debtor verification and payment of appropriate costs.
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Bryan Medical Group
442 West High Street
Bryan, OH 43506

Community First Bank & Trust
327 South Main Street
Bryan, OH 43506

Credit Adjustments
330 Florence Street
Defiance, OH 43512

Credit Adjustments, Inc.
Plaza Center Mall
330 Florence Street
Defiance, OH 43512

George Gusses
George Gusses Co., L.P.A.
33 South Huron Street
Toledo, OH 43602-1705

Riddle & Associates, P.C.
P. O. Box 1187
Sandy, UT 84091-1187

Sky Bank
310 South Main Street
Bryan, OH 43506

ATTACHMENT B

TWO LETTER ABBREVIATIONS

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Guam	GU	Oregon	OR
Hawaii	HI	Pennsylvania	PA
Idaho	ID	Puerto Rico	PR
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Virgin Islands	VI
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

Verizon, formerly GTE
P. O. Box 31122
Tampa, FL 33631-3122
